

DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLIC HEALTH SERVICE, INDIAN HEALTH SERVICE TUCSON AREA OFFICE, TUCSON, ARIZONA



VACANCY ANNOUNCEMENT

Amendments

1. These positions may be filled through the Office of Personnel Management's delegated Direct Hire Authority (DHA). The Direct Hire Authority has been authorized by the Homeland Security Act of 2002 and Part 337, Subpart B, Title 5 of the Code of Federal Regulations (5 CFR). If filled utilizing DHA, the following is applicable: the application of applicants who meet the basic qualification requirements will be forwarded to the selecting official for consideration. The "rule of three," Veteran's preference" and traditional rating and ranking of applicants do not apply to the Direct Hire process, but preference in filling the vacancy will be given to qualified Indian Preference candidates in accordance with the Indian Preference Act (Title 25, United States Code, Sections 472 and 473).

2. Salary reflects 2006 salary rates.

ANNOUNCEMENT NUMBER: TNIHS-OC-06-01-A OPEN: October 1, 2005 CLOSE: September 30, 2006

POSITION TITLE/SERIES/GRADE: Medical Officer (General Practice), GS-0602-13/14/15

SALARY RANGE: (Exceptional recruiting difficulty may result in payment of a recruitment or relocation bonus.)

GS-13: \$83,384 - \$103,130 per annum GS-14: \$95,944 - \$119,281 per annum GS-15: \$103,707 - \$133,850 per annum

AREA OF CONSIDERATION: All qualified

VACANCIES: This is an "Open Continuous" announcement and permanent (full-time or part-time) positions may be filled as vacancies occur during the term of the open period. A list of qualified applicants will be compiled and referred at the request of the selecting official upon a vacancy. Those candidates who have complete application packets on file as of each request date will receive full consideration for the position vacancy.

PROMOTION POTENTIAL: The full performance level of the position is GS-15. If the position is filled at a lower grade, the incumbent may be promoted to the next grade, once all legal and regulatory requirements are met, however, such promotion is neither automatic nor guaranteed.

ORGANIZATION/DUTY STATION: DHHS, IHS, Tucson Area, Sells Service Unit, Division of Clinical Services - Various duty locations throughout the Sells Service Unit (Sells Indian Hospital, Sells, Arizona; San Xavier Health Center, Tucson, Arizona; Santa Rosa Health Center, Santa Rosa, Arizona and Westside Health Center, San Simon, Arizona)

CONDITIONS OF EMPLOYMENT:

- The provisions of PL 101-630, the Indian Child Protection and Family Violence Act apply to this position.
- This position is subject to rotating shift, night, weekend and/or holiday work.
- Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under the Selective Service Law.
- Selectee born after 1956 must present proof of immunity to measles and rubella *or* be vaccinated before their appointment (subject to certain exemptions).
- A selectee to this position is subject to a background security investigation.
- A selectee to this position is required to satisfactorily complete a one-year probationary period.
- The Tucson Area Indian Health Service is a smoke-free work environment.
- No government housing provided.

TRAVEL and RELOCATION: Travel and relocation costs may be paid in accordance with applicable Federal and departmental travel regulations.

DESCRIPTION OF DUTIES: Serve as a Medical Officer (General Practice) performing and providing diagnostic, preventative and/or therapeutic services to patients in hospitals, health centers, clinics or other designated health care facilities. Perform and provide the diagnosis, care and treatment of inpatients, ambulatory care patients and emergency cases for a full range of cases. Interview and examine patients, review past medical history and request and/or perform diagnostic tests and examinations. Make preliminary diagnosis; direct, prescribe or provide a full treatment regimen or arrange for specialized care including prevention, health maintenance, early diagnosis, and treatment and follow-up services. Perform and provide care to

ambulatory patients in a clinic setting. Instruct and counsel patients and their families. Perform and/or assist other physicians in the performance of minor surgery. Deliver infants and provide or arrange for postpartum care. Refer patients to appropriate contracted medical or other government facilities as necessary for care and diagnostic procedures that cannot be adequately provided at local IHS facilities. Ensure preparation of appropriate medical records for all patients seen to ensure the accumulation and organization of all pertinent clinical data needed to provide comprehensive medical care. Work closely with allied health professionals (i.e., community health nurses, social workers, health educator, etc.) to provide effective interdisciplinary health care services and treatment. Perform other duties as assigned.

This position requires the person selected, to obtain and maintain medical privileges. If either privileges or an unrestricted license are not obtained or maintained during employment, the employee may be subject to an adverse action, up to and including removal from the federal service.

QUALIFICATION REQUIREMENTS: Candidates must have had experience as described below. Your description of work experience, level of responsibility and accomplishments will be used to determine that you meet these requirements.

BASIC REQUIREMENTS: Provide transcripts showing degree and proof of current/active license.

Degree: Doctor of Medicine or Doctor of Osteopathy from a school in the United States or Canada approved by a recognized body in the year of the applicant's graduation. (A Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States may be demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG)(or a fifth pathway certificate for Americans who completed premedical education in the United States and graduate education in a foreign country).)

Graduate Training: Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, a candidate must have had at least 1 year of supervised experience providing direct service in a clinical setting, i.e., a 1-year internship or the first year of a residency program in an institution accredited for such training.

- -- An *internship program* involves broadly based clinical practice in which physicians acquire experience in treatment a variety of medical problems under supervision (e.g., internal medicine, surgery, general practice, obstetrics-gynecology and pediatrics). Such programs are in hospitals or other institutions accredited for internship training by a recognized body of the American Osteopathic Association (AOA).
- -- A residency program involves training in a specialized field of medicine in an institution accredited for training in the specialty by a recognized body of the American Medical Association (AMA) or AOA.
- -- A *fellowship program* involves advanced training (beyond residency training) in a given medical specialty in either a clinical or research setting in a hospital or other institution accredited in the United States for such training.

Licensure: For positions involving patient care, candidates must have a permanent, full and unrestricted license to practice medicine in a State, District of Columbia, the Commonwealth of Puerto Rico or a territory of the United States. Applications will be accepted from physicians who are not currently licensed; however, if selected for appointment, they must (a) obtain a license before entering on duty or (b) meet one of the following requirements.

- -- Waiver of Licensure Requirement: An agency may waive the licensure requirement for positions not involving direct patient care, e.g., positions performing disability evaluations, positions performing solely research or administrative program managers. If the agency does not waive the license requirement for these kinds of positions, candidates may be appointed subject to obtaining a license within 1 year.
- -- Appointments Pending Meeting Licensure Requirement: Individual circumstances may warrant appointments pending meeting the licensure requirement (e.g., when a candidate has a temporary license to practice until the next regular session of the licensing board). Persons appointed pending licensure may not be retained beyond 1 year of appointment if they do not obtain the license.

ADDITIONAL REQUIREMENTS for Grades GS-12 and above:

- GS-13: 3 years of graduate training or equivalent experience and training
- <u>GS-14</u>: 3 years of graduate training or equivalent experience and training and one year of specialized experience equivalent to a GS-13.
- <u>GS-15</u>: 3 years of graduate training or equivalent experience and training and one year of specialized experience equivalent to a GS-14.

General Practitioners must be skilled in recognizing various medical pathologies that require referral to specialists for diagnostic and treatment procedures. Graduate training and experience must, therefore, be well rounded.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs): Applicants who meet the basic qualification requirements described in this announcement will be further evaluated by determining the extent to which their work or related experience, education,

training, awards, outside activities and performance appraisal, etc., indicate they possess the knowledge, skills and abilities described below. All applicants should describe clear, concise examples that show level of accomplishment or degree to which they possess the KSAs on a separate attachment. The information provided will be used to determine the "best qualified" candidates.

- 1. What in your background indicates your ability to function as a health care delivery team member?
- 2. What in your background indicates your ability to assess quality patient care?
- 3. What in your background indicates your ability to maintain patient medical records?
- 4. What in your background indicates your ability to establish and maintain rapport with patients and families?
- 5. What in your background indicates your skill in providing diagnostic, preventive and/or therapeutic services to patients?

QUALITY OF EXPERIENCE: Experience must have been at a level of difficulty comparable to the next lower grade in the Federal service. It is an applicant's responsibility to provide documentation or proof that he/she has met the qualification requirements of the position. Reference inquiries, including contacts with candidate's instructors, supervisors, or employers may be made to obtain further information about the candidate's professional qualification for the position.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time after competitive appointment, time-in-grade, and qualification requirements by the closing date of the announcement. If selected under the Excepted Service Examining Plan (ESEP) or the Delegated Examining Unit (DEU) procedures, time-in-grade requirements do not apply.

Benefits

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: http://www.usajobs.opm.gov/jobextrainfo.asp#FEHB.

Life insurance coverage is provided. More info: http://www.usajobs.opm.gov/jobextrainfo.asp#life

Long-Term Care Insurance is offered and carries into your retirement. More info: http://www.usajobs.opm.gov/jobextrainfo.asp#ltci

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: http://www.usajobs.opm.gov/jobextrainfo.asp#retr

You will earn annual vacation leave. More info: http://www.usajobs.opm.gov/jobextrainfo.asp#VACA

You will earn sick leave. More info: http://www.usajobs.opm.gov/jobextrainfo.asp#SKLV

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: http://www.usajobs.opm.gov/jobextrainfo.asp#HOLI

HOW TO APPLY: Interested applicants must submit one of the following:

- (1) OF-612, Optional Application for Federal Employment; or
- (2) Resume; or
- (3) Any other written application to: Tucson Area Indian Health Service

Attention: Southwest Regional Human Resources Office

7900 South J Stock Road Tucson, AZ 85746

For information regarding the positions contact: Peter Ziegler, MD at peter.ziegler@ihs.gov or 520-383-7211. If you need information regarding the application process or forms, you may:

- (1) call the Human Resources office at 520-295-2435,
- (2) email human-resources-tucson@mail.ihs.gov,
- (3) visit the OPM website at www.jobsearch.usajobs.opm.gov/ or
- (4) visit the IHS website at www.ihs.gov/JobsCareerDevelop/Jobs index.asp

SEPARATE ATTACHMENTS REQUIRED IN ADDITION TO APPLICATION / RESUME:

- 1. Form BIA-4432, Verification of Indian Preference for Employment, if claiming Indian Preference.
- 2. Narrative statements with specific responses to the Knowledge, Skills and Abilities (KSAs) and/or Selective Placement Factor identified for this position.
- 3. Optional Form 306, Declaration for Federal Employment; MANDATORY for all positions.
- Addendum to Declaration for Federal Employment IHS-Child Care & Indian Child Care Worker Positions
 – MANDATORY for positions that require regular contact or control over children.

- 5. Veteran preference eligible Submit evidence of eligibility, i.e., DD-214, Certificate of Release or Discharge from Active Duty, or SF-15, Application for 10-Point Veteran Preference and the documents requested on the form.
- 6. Current or former Federal employee SF-50B, Notification of Personnel Action.
- 7. PHS Commissioned Corps applicant Copy of Personnel Order.
- 8. Photocopy of current/active license or certification.
- 9. College transcript(s).

INFORMATION NEEDED ON APPLICATION / RESUME

- 1. Announcement number and title and grade(s) of the job you are applying for; full name, mailing address (with zip code) and day and evening telephone numbers; Social Security Number; Country of citizenship.
- 2. Highest Federal civilian grade held (also give job series and dates held).
- 3. High School Name, city, state (zip code, if known), date of diploma or GED.
- 4. Colleges or universities Name, city, state (zip code, if known), majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Attach transcript(s).
- 5. Residency training Indicate specialty; name and location of hospital, name of program director, dates attended (month/year), date certificate received (if applicable).
- 6. Certification by a Specialty Board Indicate if you are eligible for certification by an American Specialty Board or if you are board certified. Indicate name of specialty board and date (month/year) of certification or eligibility (if applicable). Attach certification.
- 7. Work Experience (paid and unpaid) Job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours per week, salary and indicate if we may contact your current supervisor.
- 8. Job-related training courses (title and year), honors, awards and special accomplishments, (i.e., publications, memberships in professional or honor societies), leadership activities, public speaking and performance awards.
- 9. Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed.

Application Instructions for Public Health Service Commissioned Corps Candidates: Your resume or curriculum vitae must contain all the information listed in HOW TO APPLY in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. A narrative statement addressing specific information related to any knowledge, skills and abilities, which are being used as a selective and/or evaluative factor is required. Proof of an appropriate license, if applicable, must also be provided. Applicants claiming Indian Preference must submit proof on Form BIA-4432 and will be evaluated against the applicable Preston Standard or the Civil Service, if no Preston Standard exists. Candidates must meet full qualification requirements. If your resume or curriculum vitae do not provide all the information requested in the job announcement, you may lose consideration for the position. Submit a copy of your personnel order.

Other Information:

Applications, resumes or other written application format must contain all of the information listed above in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. If your application, resume or other written application format does not contain all the information and forms requested in the announcement, you may lose consideration for this job.

APPLICATIONS WITH REQUIRED FORMS MUST BE RECEIVED IN OUR OFFICE NO LATER THAN 5:00 P.M. ON THE CLOSING DATE OF THE ANNOUNCEMENT. TELEFAXED/EMAILED DOCUMENTS WILL NOT BE ACCEPTED. THERE WILL BE NO EXCEPTIONS.

Preference in filling vacancies is given to qualified Indian Preference candidates in accordance with the Indian Preference Act (Title 25, United States Code, Sections 472 and 473).

Applicants or current Federal employees claiming Indian Preference must indicate on their application packet, if they wish to be considered under the Merit Promotion Plan (MPP), the Excepted Service Examining Plan (ESEP), or both. If not, they will be considered under the MPP only.

Proof of U.S. Citizenship is required for an appointment to the Indian Health Service. The Director, IHS may grant an exception to this policy for appointments to excepted positions, provided that the current appropriations act permits IHS to pay citizens from the country where the applicant is from.

Additional selections may be made within 90 days from the date the Candidate Referral Roster was issued if the position becomes vacant or to fill an identical additional position.

Employees, who received a buyout and subsequently return to positions in Federal agencies, whether by re-employment or contracts for personal services, are generally obligated to repay the full amount of the buyout to the agency that paid it.

If position is advertised at multiple grade levels, it can be filled at a lower grade than the full performance level. Advancement to the next grade without further competition is possible, once all legal and regulatory requirements are met; however, such advancement is neither automatic nor guaranteed.

The Tucson Area Indian Health Service provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Management Branch at (520) 295-2435. The decision on granting reasonable accommodation will be on a case-by-case basis.

AREA INFORMATION: The Tucson Area encompasses the Pascua Yaqui (pah.skwah ya.ke) and Tohono O'odham (to.ho.no aah.tum) Indian Reservations. The Sells Service Unit (SSU) is the primary source of health care for the approximately 24,000 people of the Tohono O'odham Nation. The SSU consists of an American Hospital Association affiliated JCAHO accredited hospital at Sells (65 miles west of Tucson) and three health centers - San Xavier Health Center located in Tucson; Santa Rosa Health Center located in Santa Rosa and the Westside Health Center (due to open in 2007) located in San Simon Village. The SSU also provides an environmental health program, which is responsible for construction and maintenance of sanitation facilities. The SSU has a community focused health care delivery program and works in close association with the Tohono O'odham Tribal Health Committee and Tribal Health Department.

Tucson - Arizona's second largest metropolitan area is home to nearly 600,000. Tucson is one of the oldest continuously inhabited sites in North America, steeped in a rich heritage of Indian and Spanish influence. It affords entertainment, recreation and shopping and cultural opportunities. The arid desert climate receives an annual rainfall of 7 inches with average temperatures ranging from 50° in winter months to over 100° in summer.

In other than the above, the Department of Health and Human Services is an equal opportunity employer. The Department does not discriminate in employment decisions on the basis of race, color, religion, gender, national origin, age, disability or sexual orientation.

SUPPLEMENTAL QUALIFICATIONS STATEMENT (Please complete this form.)

Medical Officer, GS-0602-13/14/15

Name (Last, First, Middle)			
Basic Professional Training (Name and Location of School)):		
Type of Degree (e.g., M.D.) and Date Received:			
If your degree was received in a school outside of the L Education Council for Foreign Medical Graduates? () YE		nation given by the	
INTERNSHIP:			
Type of Internship and Specialty:		-	
Name and Location of Hospital (City and State):		-	
Name of Chief of Service or Program Director:		_	
Dates Attended (Month/Year) from	to	_	
Date Certificate Received			
RESIDENCY TRAINING AND FELLOWSHIP:			
Name of Specialty:	_		
Name and Location of Hospital (City and State):		-	
Name of Chief of Service or Program Director:		_	
Dates Attended (Month/Year) from	to	_	
Date Certificate Received			
OTHER GRADUATE EDUCATION:			
Major field of study or program:		_	
Name and Location of Institute (City and State):		_	
Certificate, Diploma, or Degree Received and Date:			
Dates Attended (Month/Year) from	to	_	
CERTIFICATION BY A SPECIALTY BOARD: Are you eligible for certification by an American Specialty B	oard?()YES()NO		
Are you board certified? () YES () NO			
If your answer to A or B is "Yes," furnish the following: Name of specialty board:			
Specialty: Date o	Date of Certification:		

Addendum to Declaration for Federal Employment (OF 306) Indian Health Service Child Care & Indian Child Care Worker Positions

Item 15	a. Agency Spec	cific Questions			
Name:			Social Security N	umber:	
Job Titl	(Please pr e in Announcen		(GP), GS-0602-13/	14/15 Announceme	nt Number: TNIHS-OC-06-01
Federa	I child care posi		ion asking whether	the individual has ev	oyment applications for ver been arrested for or
positior childrer	ns in the Departi n. The agency r	ment of Health and H	luman Services tha	t involve regular conf	a related requirement for tact with or control over Indian been found guilty of or pleaded
To assi Employ		with the above laws,	the following quest	ions are added to the	e Declaration for Federal
1)	[If YES, provide	been arrested for or te the date, explanation the name and addre	on of the violation, o	disposition of the arre	est or charge, place of
2)	felonious or mi assault, moles committed aga [If YES, provide	isdemeanor offense utation, exploitation, cainst children?	under Federal, State ontact or prostitutions NONOon of the violation, of	e, or tribal law involvi n; or crimes against - disposition of the arre	est or charge, place of
up to \$2 conduc	2,000 or 5 years ted. I understai	s imprisonment, or bond my right to obtain	oth; and (2) I have re a copy of any crimi	eceived notice that a nal history report ma	which is punishable by fines of criminal check will be de available to the Indian formation contained in the
Applica	nt's Signature	(sign in ink)		Date	

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3), a Federal agency may not conduct or sponsor and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. *Please do not send completed data collection instruments to this address.*

CTAP - INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction-in-Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration, you must:

- 1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
- 2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
- 3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
- 4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
- 5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
- **6.** Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and are able to satisfactorily perform the duties of the position without undue interruption.

ICTAP - INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

- 1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from the Office of Personnel Management or our agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 - 1. Received a specific RIF separation notice; or
 - 2. Separated because of a compensable injury, whose compensation has been terminated and whose former agency certifies that it is unable to place; or
 - 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 - 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in Lieu of RIF;" or
 - 5. Retired under the discontinued service retirement option; or
 - 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

- B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under Section 8337(h) or 8456 of Title 5, United States Code.
- 2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you are separated.
- 3. Have current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
- 4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
- 5. File your application by the vacancy announcement date and meet all the application criteria (e.g., submit all required documentation, etc.).
- 6. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and are able to satisfactorily perform the duties of the position upon entry.